

Wheeler Cranes
6 McIntyre Rd
Tomago NSW 2324

ABN: 34 088 229 190

This SWMS has been developed and authorised by:

Name Albie Wheeler

Position Managing Director

Date

Signature

Phone

Mobile

WHS FORM 05: SAFE WORK METHOD STATEMENT (SWMS) (job safety analysis worksheet scope of works)

DESCRIPTION OF WORK SPECIFIC TO THE ACTIVITY/TASK BEING UNDERTAKEN: Management of shared lifting equipment

Trades involved with undertaking this work activity/task:

This SWMS is submitted to: (Principal/Head Contractor)

Company:

Contact name:

Contact name:

Site address:

Project detail:

This SWMS was reviewed by: (Principal/Head Contractor)

Name:

Position:

Signature:

Date:

Phone number:

Mobile Number:

Responsible person who will implement, review, supervise, oversee, approve and inspect workplace, plant, tools, protective measures and equipment on contractors behalf

Name:

Position:

Signature:

Date:

Phone number:

Mobile Number:

Equipment to be used	✓	Insert other equipment	✓	Personal protective equipment to be used. Has PPE been supplied?	Y/N	Common hazard	✓
Extension ladder				Hard hat	Y	Fall from ladder	✓
Step ladder				Safety boots	Y	Fall from heights	✓
Scaffold (mobile)				Safety vest/Hi Vis clothing	Y	Fall from scaffold	✓
External scaffold				Gloves	Y	Contact with electricity	✓
Fire extinguisher				Hearing protection		Dermatitis	
Trestles				Safety glasses	Y	Slip, trips and falls	✓
Electrical leads				Barrier cream		Manual handling	✓
Power tool				Safety lines		Inhalation of dust or fumes	✓
Generator				Safety harness		Exposure to noise	✓
RCD power board				Dust masks		Contact with moving plant	✓
Hand tools				Other:		Cuts	
Nail gun						Other:	
Wheelbarrow							
Shovel							

How to complete the following form

- List the step-by-step sequence of tasks required to carry out a work activity from start to finish.
- List the potential hazards associated with each step and the related WHS risks.
- List what controls you will implement to reduce the risks to the lowest possible level.
- List the names or positions of the persons responsible for ensuring that the controls are implemented.

A separate SWMS is required for each work activity

Assessing the risk

RISK	High	Medium	Low
	Potential death, permanent disability or major structural failure/damage.	Hospitalisation or medical treatment, potential temporary disability or minor structural failure/damage.	Hazard that has the potential to cause persons to require first aid.
ACTION REQUIRED	Cease work immediately. Review task/situation/condition. Additional risk controls and must be documented and implemented. Ensure all parties are aware of risk control.	Implement suitable controls as soon as practical. Task/situation/condition to be reviewed and reinforce control measures where applicable.	Review task and reinforce control measures where applicable.

Hierarchy of controls

Eliminate the risk all together.	Substitute the risk.	Isolate people from the risk.	Engineer out the risk.	Apply administrative controls.	Use personal protective equipment (PPE).
Best					Worst

Step	Job step <i>Break the job down into steps. Outline each task to do the job.</i>	Hazards Identification Identify any potential hazards associated with each job step. Assess any risks that could lead to an incident or an adverse environmental impact and rate each risk accordingly.	Risk Rating	Controls Implemented Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury, occupational illness or environmental impact.	Residual Risk	Person responsible
	Monthly Inspections	Struck by falling load due to lifting equipment failure	H	Arrange for lifting equipment to be inspected by competent person in accordance with Australian Standards	L	Rigging Supervisor
	Annual Inspections	Struck by falling load due to lifting equipment failure	H	Arrange for annual external lifting equipment inspections to be performed in accordance with Australian Standards	L	Rigging Supervisor
	Record Inspections	Failure at external audit	L	Record inspection in accordance with established practices	L	Rigging Supervisor
	Carry Out Inspections	Struck by falling load due to lifting equipment failure	H	Inspect lifting equipment in accordance with Australian Standards	L	Competent Persons
	Train personnel to carry out inspections	Struck by falling load due to lifting equipment failure	H	Deliver Wheeler Cranes internal training to competent personnel. Record, monitor and review training Carry out random audits of inspection performance	L	Rigging Supervisor
	Use Lifting Equipment	Loss of equipment	H	Equipment to be used and returned in accordance with SOP 09	L	All personnel

CHECKLIST OF ITEMS THAT MAY BE REQUIRED FOR THIS WORK ACTIVITY

Training and qualifications	NCOC Licence for work performed (Crane Driver/Dogman/Rigger) Drivers Licence valid for type of vehicle driven
List of relevant legislation, applicable codes of practice or additional references as required	AS2550.1 AS2550.5 NSW WHS Act 2011 NSW WHS Reg 2011 COP Moving plant on construction sites NCOP for the Prevention of Musculoskeletal Disorder from Performing Manual Tasks at Work (2007) NCOPs for the prevention of falls in general construction and in housing construction
Communication and consultation	All personnel to understand the task, components and sequence of lift, slew path and placement location. Driver and dogman to have UHF radio and/or whistle contact when operating out of sight.

